AOR – FSR Web Reporting System

User Guide

**Department of Health and Human Services
Health Resources and Services Administration
Bureau of Health Professions
Division of Health Careers Diversity and Development**

**Document Version 4.0
June 2002**

PUBLIC REPORTING BURDEN STATEMENT

Table of Contents

1 System Overview

The Annual Operating Report/Financial Status Report (AOR/FSR) Web Reporting System (WRS) is provided by the Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), Bureau of Health Professions (BHPr), Division of Health Careers Diversity and Development (DHCDD). The WRS is designed to support DHCDD's collection and analysis of financial data pertaining to its scholarship and loan programs for students in the health professions.

The Internet-based AOR/FSR reporting system has been designed to take advantage of the ease of accessibility and efficiency of data transfer that the World Wide Web provides. The use of new Web technologies enables DHCDD to improve its data collection, tracking, reporting, and communications functions. The WRS is located at http://wrs.hrsa.gov and may be accessed from any computer with a connection to the Internet.

The WRS and its supporting documentation are designed to be user-friendly. *Please take time to review the procedures in this document* — this step will ensure your success with the WRS.

1.1   General Guidelines

Access to the WRS is restricted to personnel who have been issued the proper authorization. All institutions required to access the WRS have been assigned a USER ID and PASSWORD that is necessary for authentication. You should have been mailed your institution's USER ID and PASSWORD. If you did not receive this information please contact the WRS technical support staff by emailing us at support@hrsawrs.org or by phone at (301) 654-6740. Because the WRS is on the Internet, the only piece of software necessary to use it is an Internet browser. Accessing the WRS requires that:

You have Internet access at your workstation (a connection of at least 56 Kbps);

You have an Internet browser (e.g., Internet Explorer or Netscape) installed on your computer that is at least version 4.x or higher; and

You have the basic skills and knowledge to use an Internet browser.

The purpose of this User Guide is to assist you in entering or editing AOR/FSR data by means of the WRS. The CDM Group, Inc. (CDM), designed and developed this system and will host the Internet site as part of its contract responsibilities for HRSA. Appendix A of this User Guide contains contact information for CDM WRS technical staff. Any comments or suggestions are welcome and may be sent to support@hrsawrs.org.

1.2   How to Access the WRS

You may access the WRS at any time to enter or edit AOR/FSR report information. After submission, reports are available for printing and reference. To re-open a submitted report, see Section 5.4.   Follow the directions below to access the WRS:

Connect your computer to the Internet (if not already connected).

Open your favorite browser and enter the following URL in the address field:
    http://wrs.hrsa.gov.

Press the ENTER key so that your browser can search for the WRS Internet site.

Once the Internet site is found, the AOR/FSR WRS Home Page will appear (Figure 1).
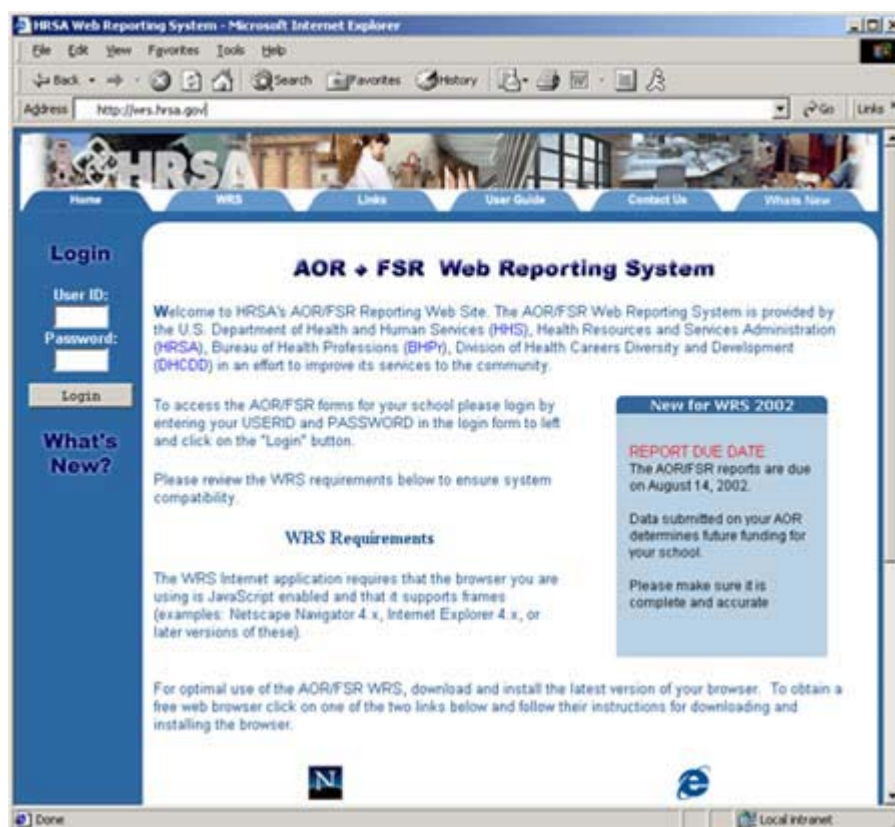

Figure 1: WRS Home Page

2 Getting Started

This section provides general information about the WRS AOR/FSR Internet site and instructions necessary to log in to the restricted area. As explained in the introductory paragraphs, the WRS Internet site requires that you log in by means of a USER ID and PASSWORD to be able to enter or edit AOR/FSR reporting data. This system is designed to give you the proper security for your data and to ensure proper authentication for those authorized to enter or edit AOR/FSR report data. The USER ID and PASSWORD are sent to the official HRSA contact for your school's program.

2.1 WRS Home Page

The WRS home page is the entry point to the secured AOR/FSR Internet application. It also contains links to pages of information to help you perform the tasks necessary to complete the AOR/FSR reports as required.

The WRS links for the public pages give you access to the following:

Contact Us - information about how to contact technical support for this Internet site with phone numbers and email addresses.

User Guide - online instructions for using the WRS Internet application

Links - links to other Internet sites that contain information related to this and other HRSA programs.

WRS - link to the secured portion of the WRS Internet site once you have logged in to the system. The WRS provides access to the pages required to perform the necessary tasks to complete the AOR/FSR reports.

What's New - page with information on revisions or changes made to the current year's AOR/FSR reporting forms.

ALL NAVIGATION THROUGH THE WRS MUST BE BY THE LINKS ON THE NAVIGATION MENU AND THE TOOLBAR AT THE TOP OF EACH PAGE. YOUR DATA WILL NOT BE SAVED IF YOU USE THE BACK AND FORWARD BUTTONS OF THE BROWSER WINDOW.

2.2 Logging In

To access the secured area of the WRS, enter your USERID and PASSWORD in the login form on the WRS home page. After clicking on the **Login** button you will be presented with the **Select Program** or the **Main Menu** page depending on whether you have one or more reports that need to be completed.

The **Select Program** page lists the programs that your institution is required to complete and submit for HRSA. *If you are only required to report information for one (1) program, the* **Select Program** page will not appear, instead the **Main Menu** will be displayed. On the **Main Menu** you will only see menu options that pertain to your report.
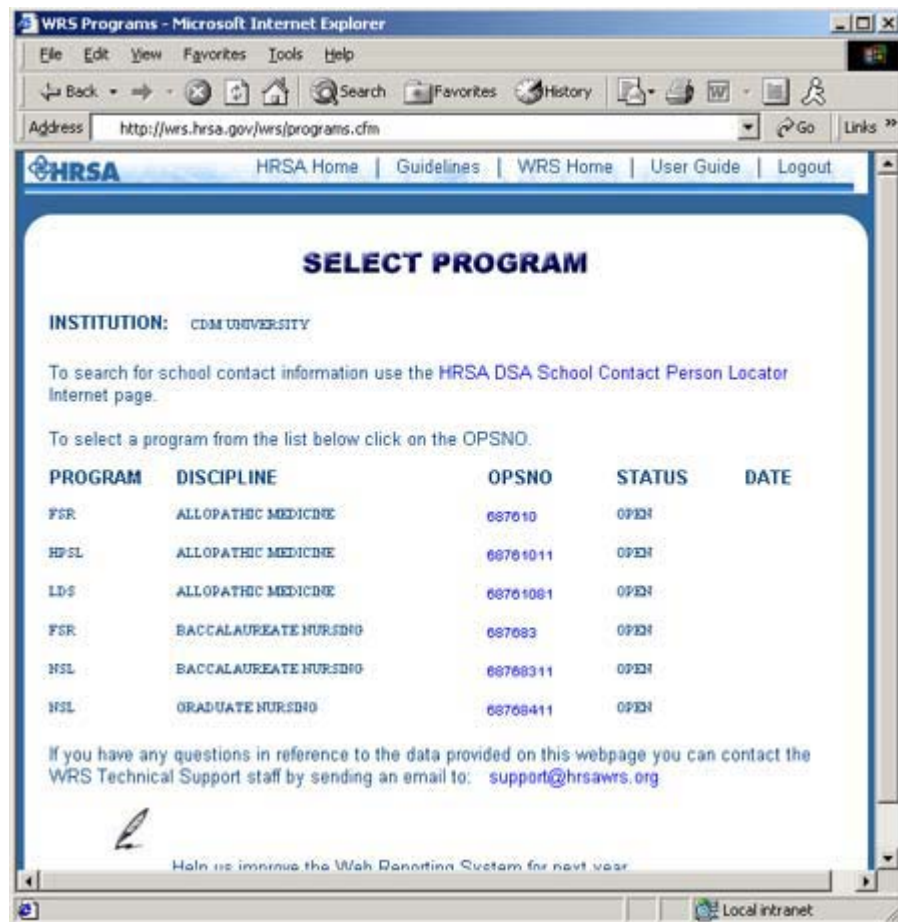

Figure 2: Select Program

The **Select Program** page lists the programs and their submission **status** as well as the date for those reports that have been submitted, re-opened, or re-submitted. After you submit a report you can always log back into the WRS to review or print the report. To have a program re-opened for editing refer to **Section 5.4** of this user guide.

2.3 Overview of AOR/FSR Process

The following procedures serve as a guide for completing the AOR/FSR reports.

1. Access the WRS Internet site (http://wrs.hrsa.gov/).

2. On the WRS home page enter your USERID and PASSWORD on the login form and click the **Login** button to enter the restricted area.

3. If you are completing an AOR/FSR form for more than one program you will be presented with the **Select Program** page. This option lets you select the program for which you wish to enter data.

4. Select the program that you need to work on by clicking on the OPSID number next to the report name. After selecting the program you will be presented with the **Main Menu**.
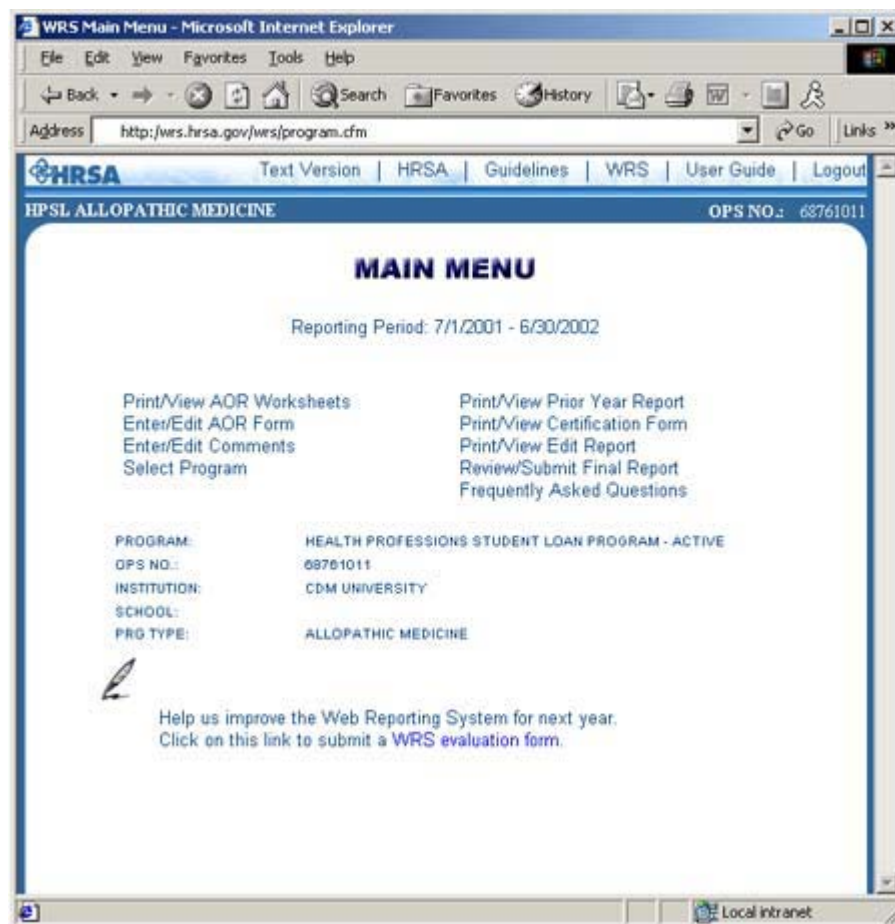

Figure 3: The WRS Main Menu

5. If you would like to enter data on a worksheet before entering it into the WRS, select the **Print/View AOR Worksheets** option on the **Main Menu**. The WRS will allow you to print the appropriate forms for your Institution.

6. Enter the current year AOR/FSR data by selecting the **Enter/Edit AOR Form** option from the **Main Menu**.

7. Select the **Enter/Edit Comments** option for entering your comments or concerns.

8. Submit the report after you have entered the data in the appropriate AOR forms by clicking on the **Submit Report** link on the Main Menu. After clicking on this link you will be presented with a "**Review**" page that will let you know if your report is ready for submission or if there are problems that need to be resolved before you can submit your report.

9. At the bottom of the **Review** page you will see the notification whether your report is ready for submission or not. If it is ready you will see a button that when pressed will allow you to proceed with submission by taking you to the certification form. If your report is not ready then you will see a button that when pressed takes you back to the Main Menu.

10. The final step of the process is the filling out of the certification form in the **Authorizing Official Certification** page. When you fill out the certification form you are also indicating that your report's data is accurate to the best of your knowledge and that the Authorizing Official in charge has seen the report(s) and agrees with the submission of it. Fill out all required information and Click on the submit button at the bottom of this page to finish the reporting process.

More detailed information on the procedures summarized in this section are explained in the following sections of this User Guide.

3 Getting the Job Done

This section provides instructions for entering, processing, and submitting AOR/FSR data through the WRS. The following is a brief summary of the information provided in this section in reference to the options offered on the **Main Menu**:

Section 3.1   **Select Program —** for those institutions with more than one reporting program; this describes how to access the correct reporting forms.

Section 3.2   **Print/View AOR Worksheet(s) —** details procedures for printing the AOR and FSR forms for user information and files.

Section 3.3   **Enter/Edit Data —** describes the function of accessing and entering data on the AOR/FSR form, and also gives basic data entry instructions that can be used on most WRS data entry pages.

Section 3.4   **Edit/Error Messages** — describes the messages that are displayed as data is entered or when leaving a page.

Section 3.5   **Enter/Edit Comments —** provides instructions for entering comments and narrative regarding AOR and FSR data.

Section 3.6   **Print/View Edit Report** — describes the edit report.

Section 3.7   **Logging Out —** describes the importance of making sure that the user logs out of the WRS when leaving the computer, even if the AOR/FSR is not ready for submission.

Upon entering the **Main Menu** page and before going into the AOR/FSR report sections, make sure you have selected the correct program for which you wish to enter data. On the bottom half of the Main Menu page there is a program information section that describes the program that is currently selected.

NOTE: If you leave your browser window unattended (without performing any actions or tasks) for more than <u>*twenty (20) minutes*</u>*, the WRS will automatically log you out of the system and* **any data entered but not saved will be lost**. *After a session ends, you have to re-enter your USER ID and PASSWORD at the login page to resume browsing or performing any tasks on the AOR/FSR segment of the WRS.*

WRS Navigation

At the top of each AOR/FSR WRS web page there is a **navigation menu** and a **toolbar** that lets you move among the pages of the WRS. The **navigation menu** has the links to go back to the "**Main Menu**", to view the edit report, or to "**Log Out**" of the WRS. The **toolbar** has the following buttons:

Print View —	displays the current AOR form in a separate window formatted for printing purposes.
Previous Page —	takes you to the previous AOR form page or back to the **Main Menu** if you are on Page 1.
Next Page —	takes you to the next AOR form page.
Save —	performs a save operation to store the data on the form to the WRS.
Help —	pops up a help window with information related to the current page.

Figure 4: WRS Navigation

The **AOR Page** pull-down menu (to the left of the "PrintView" toolbar button) allows you to select any AOR page that you want to navigate to without having to click on the "Next" button to get to it. Just select the page from the list and the program will immediately transfer you to that page.

3.1 Select Program

This section is only relevant for institutions with multiple programs that require submission.

After logging into the WRS you will be presented with the "Select Program" page. This section provides instructions on how to select programs from this page.

1.　　Log into the WRS.

2.　　Select the program from the list that appears on the **Select Program** page by clicking on the OPSID number next to the name of the program.
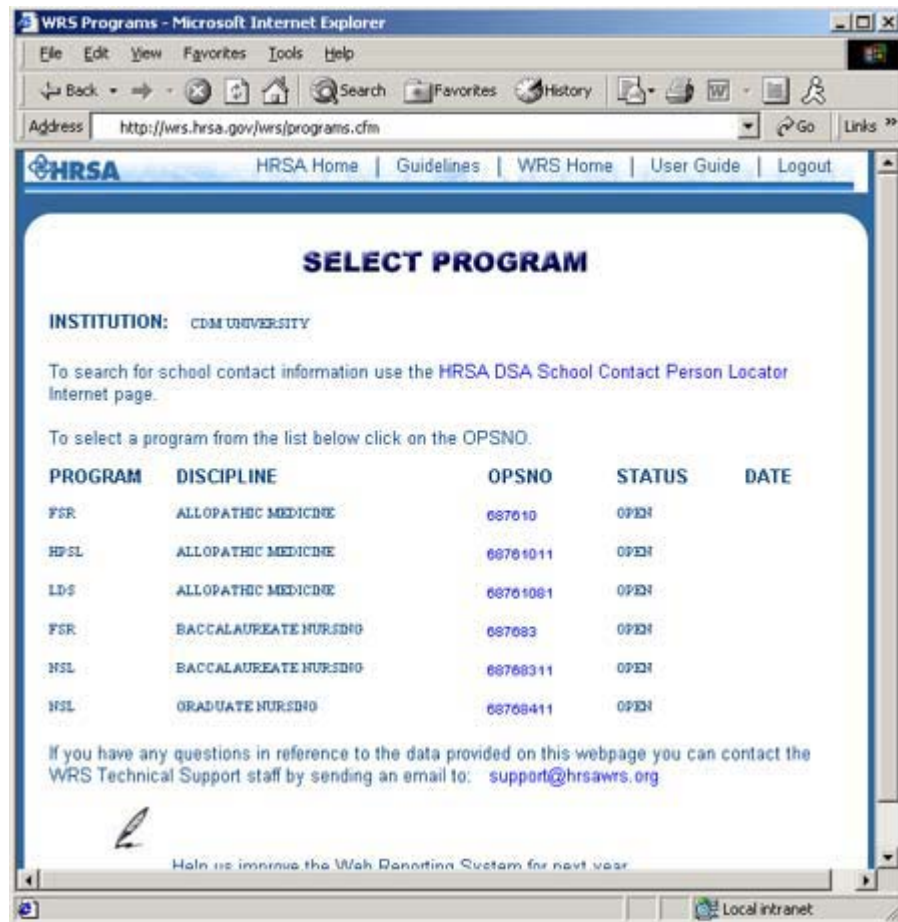

Figure 5: Select Program

The Main Menu page will appear with options for the program you selected. At the bottom of the Main Menu page you will see the information for the program you selected.

The **Select Program** page also has the submission "status" of each program and the last date of the status change (i.e. open, submitted, re-opened, re-submitted).

3.2   Print/View AOR/FSR Worksheet(s)

This section provides instructions for printing or displaying the AOR/FSR Worksheet(s). The AOR/FSR forms can be printed at any time during or after the data entry process. The printed forms can be reviewed for accuracy and can also serve as copies for your files. *Do not return these forms; they are for your use only.*

To Print/View the AOR Worksheet(s) do the following:

1.   Access the AOR/FSR WRS **Main Menu**.

2.   If the report is an FSR then you will see an option on the Main Menu to **Print/View FSR Worksheet**. Click on the link and the FSR worksheet will load in your browser window.

3.   If the report is an AOR then you will see an option on the Main Menu to **Print/View AOR Worksheet(s)**. Click on the link and the **Worksheet** page will load.
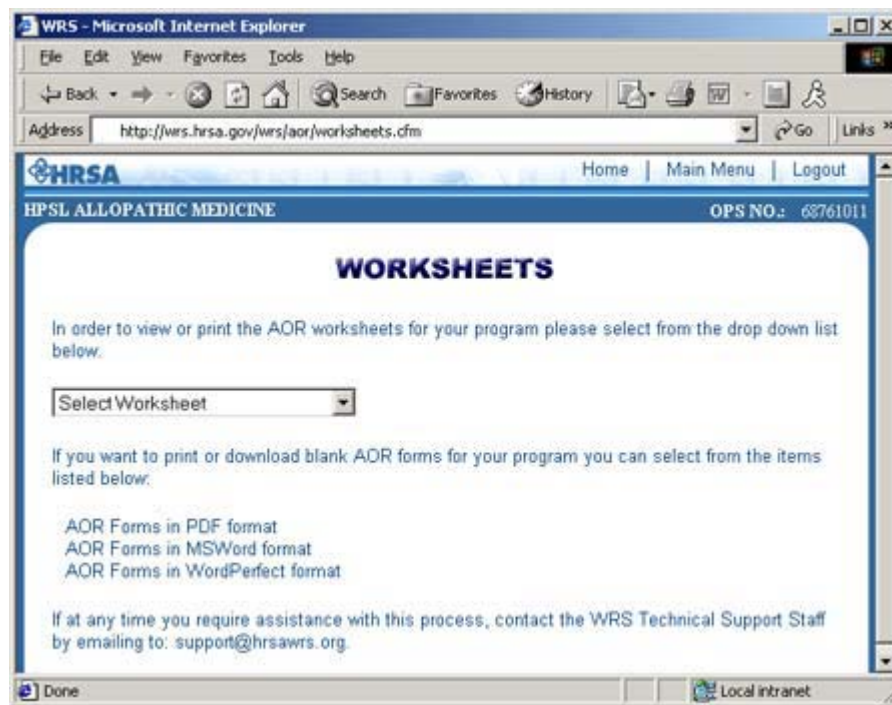
Figure 6: Worksheets

4.   Click on the pull-down menu down-arrow and select the AOR page to bring up the print window for each individual report page or click on the **Print/View All Worksheet** option to print or view the complete report. The AOR page that you select for printing or viewing will be displayed in a printer-friendly format.

5.   Once the desired AOR form appears on the screen you can initiate a print request by using the regular **File Print** method used for any Windows applications or as follows

Pull down the **File** menu at the top of your browser window.
Choose the **Print** option on the pull-down list.
Once the **Print** window pops up, click the **OK** or **Print** button to print the chosen AOR page.

You can do the same for each page if you are printing each page separately. To go back to the Worksheets page just click on the "Back" link at the top of the page.

3.3   Enter/Edit Data

This section provides instructions for accessing the WRS AOR/FSR Forms. You may enter, change, and review data in the AOR/FSR forms through this option by following the instructions below:

1.   Access the AOR/FSR WRS **Main Menu**.

2.   If the program selected is an AOR click on the **Enter/Edit AOR Form** link on the Main Menu. **Page 1** of the AOR form will be displayed if the program has an "active" status, otherwise **Page 2** will be presented if the status of the program is "closing". If the program selected is an FSR then click on the **Enter/Edit FSR Form**.

To enter/edit data on any AOR/FSR WRS form:

Use the mouse to position the cursor on the field where data will be entered or edited. Type data and press TAB to register the data; the cursor will advance to the next field.

NOTE: Data type will be checked by the system to validate correct data entry in every field to guard against typing errors. You will be notified after leaving the field if you have made an error.

Do not type commas or $ signs as you type your numbers.

Do not type decimal points or cents in any figures. Your figures must be rounded to the dollar — adding cents to your figure will cause errors in the data.

To enter a negative number, type a **dash** (minus sign) and the number, then press TAB.

To change any numeric data, use the mouse to position the cursor in the desired field, use the BACKSPACE or DELETE keys to erase the incorrect figures, type the new data into the field, and press TAB. The "ENTER" key cannot be used to go from field to field on a web form.

The form fields that have a blue border are automatically calculated by the WRS. Values entered into these fields are not saved. The system recalculates the correct entry.

3.4   Edit/Error Messages

1.   Edit/error messages are displayed only *after data are entered*. The message appears in a dialog window that pops up on your screen.

2.   Edit/error messages indicate erroneous or inconsistent data and may signal the need for correction. In most cases, the correction is desirable, but not required. One exception is the message **ENTRY MUST BE ZERO OR GREATER.** This means a negative value was

entered in a field relating to the number of borrowers and correction *is required* before the user may continue.

3.   If you need additional information on a particular page, click the **HELP** button on the **navigation toolbar.** If it becomes necessary to consult WRS technical support, refer to *Appendix A* for contact information.

4.   If you find that an edit message alerts you to a problem(s) that cannot be corrected prior to the reporting deadline, complete the AOR/FSR and submit it by the due date. Please resolve any remaining problem(s) by the end of the calendar year.

3.5   Enter/Edit Comments

This section instructs the user on how to enter/edit comments for the AOR or FSR report(s). The comments form may be used for noting suggestions or problems.

If your report is an FSR click on the link to Enter/Edit FSR data on the WRS Main Menu. The FSR form has a comments field at the bottom of the page. Use this field to enter any FSR related comments. If your report is an AOR then follow the steps below:

1.   Access the WRS **Main Menu**.

2.   Select the option **Enter/Edit Comments** by using the mouse to position the cursor over the option and click on the link. The **Comments** page will be displayed.

3.   Type your comments in the text box provided. You may scroll down while entering text if you need more space for your comments. The comments field has unlimited storage, so you may enter as many comments as needed.

3.6   Print/View Edit Report

The **Edit Report** is accessible from the **Main Menu** and from the "navigation menu" at the top of each data entry page. An **Edit Report** will contain entries if the WRS finds erroneous or inconsistent data that has been entered. This report highlights data that will be accepted for submission by the system, but is likely to be evaluated for accuracy by HRSA staff. The messages in the **Edit Report** explain how to identify the fields in question.

3.7   Logging Out

The AOR/FSR WRS is a restricted Internet site. You have to log in before you are allowed to enter the site and perform any of the tasks described in the previous sections. The WRS Internet site uses session tracking mechanisms to allow you to browse throughout the site without having to be authenticated every time you click on a link on the WRS web pages.
A session is a period of time during which you can browse the Internet site to process or perform any operations for the AOR/FSR report while being tracked by the WRS secured environment. You can end a working session by logging out of the WRS by clicking on the "**Logout"** link which is located

at the top of each page on the "navigation menu". The WRS will save the report data on the current form prior to logging you out of the system. You will know that you have safely exited the system when you are notified that you have been logged out successfully.

If you leave your browser window unattended (without performing any actions or tasks) for more than <u>twenty (20) minutes</u>, the WRS will automatically log you out of the system. After a session ends, you have to re-enter your USER ID and PASSWORD at the login page to continue browsing or performing any tasks on the AOR/FSR segment of the WRS.

Please log out from the WRS whenever you need to stop using the system. You can always go back to it and continue your work at any time, provided that you have not made a final submission of the AOR/FSR report. This action will prevent an unauthorized person from making any changes to your AOR/FSR report data.

4 AOR/FSR Form Instructions

The WRS provides on-screen edit messages for items that may need further clarification. The Student Financial Aid Guidelines (SFAG) provide comprehensive information regarding the programs. The SFAG can be found at the following website: http://bhpr.hrsa.gov/dsa/weblinks.

If loans have ever been disbursed to students, they must be reported on your Borrower Accounts Worksheet; therefore, your report will not be considered complete if Page 6 of the report contains all zeros.

All data must be in agreement with your institution's general ledger records.

Entries in the "Current" column(s) should be the net totals of transactions for the current reporting period indicated on the report.

Entries in the "Cumulative" column(s) are system generated and should be the totals of transactions (account balances) *since the institution first began participating in the loan program through the current reporting period.*

4.1 AOR Revisions

Page 1: A new column has been added to the Race/Ethnicity chart to capture the breakdown of the total enrollment. Starting with the 2003-04 academic year, schools meeting the established threshold will received preference for funding

Page 4: Projected Expenditures, (line H.1 and K) will be automatically calculated. The school will be able to adjust fields if necessary.

4.2 Student Borrower Section AOR (Report Page 1)

THE FOLLOWING INFORMATION APPLIES ONLY TO ACTIVE PROGRAMS.

ITEMS 1 & 2   Number of student borrowers and total dollar amount of loans awarded

• The amount includes funds authorized or committed but not necessarily disbursed during the reporting period. *PCL data should be included with the HPSL if applicable.*

ITEM 3 *Total Full-Time Enrollment for the Discipline Reporting Program*

• This number should include all full-time students (using your school's requirement for full-time) enrolled in the discipline program for which you are reporting.

ITEM 4   Race/ethnicity of individuals receiving assistance during this reporting period and total enrollment

• Select the category of race/ethnicity using the following definitions that most closely reflect the individual's recognition in his/her community for the purpose of reporting on persons who are of mixed racial and/or ethnic origins. *If information is not available, it may be omitted from the table.*

• *American Indian or Alaska Native:* A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

• *Asian:* A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

• *Asian Underrepresented:* Any Asian (see above definition) **other than** Chinese, Filipino, Japanese, Korean, Asian Indian, or Thai.

• *Black or African American:* A person having origins in any of the Black racial groups of Africa.

• *Native Hawaiian or Other Pacific Islander:* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

• *Hispanic or Latino:* A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins regardless of race.

• *White:* A person having origins in any of the original peoples of Europe, North America,

or the Middle East or North Africa.

HPSL Allopathic and Osteopathic Medicine Only:

ITEMS 5 & 6 Number of PCL student borrowers and total PCL dollar amount awarded

- The amount includes PCL funds authorized or committed but not necessarily disbursed during the reporting period.

ITEM 7 Defaults on Service Obligation

- Those figures should represent the current number of PCL borrowers who defaulted on their service obligation and the original amount of principal loaned (current).

ITEMS 8 & 9 Total graduates and graduates in primary care residency and practice (allopathic and osteopathic medicine only)

- Enter the *total number of graduates* from your school for the appropriate year, and of that total, the total *number of graduates in primary care* for the appropriate year.

ITEM 10 Percentage

- These items are automatically calculated.

- *Note: For purposes of calculating your school's penalty under the PCL program, "income" is defined in section 723(d)(4) of the PHS Act to mean payments of principal and interest on any loan made from the fund, and any other earnings of the fund. Other earnings include investment income and penalty charges collected on loans.*

As of June 30, if your school does not meet any of the three criteria for PCL program compliance, you will be billed for 30% of your current year income. "Income" is defined in section 723(d)(4) of the Public Health Service (PHS) Act to mean payments of principal and interest on any loan made from the fund, and any other earnings of the fund.

Payment made last year for the PCL assessment should be reported on Page 2 – Program Accounts Section in Part D – Cash Disbursements Lines 3-5 – Repayments to Federal Government. In order to report your assessment in the three lines provided on the AOR (i.e., principal, interest, and penalty charges), apply the 30% assessment amount to the items defined as income (shown on your assessment notice) and report them in the appropriate sections.

For purposes of reporting, the amounts determined for penalty charges and investment income may be combined and reported as "other income." In addition, the school should repay itself the proportionate share of institutional matching funds associated with the amount of funds returned for PCL. These amounts would be broken down the same way as Repayments to Federal Government, but reported on Lines 6-8 – Repayments to Institution, Principal, Interest, and Other Income.

Please refer to the Student Financial Aid Guidelines for further information. If you have any questions on your school's compliance, refer to Appendix A.

4.3   Program Accounts Section (Report Pages 2 and 3)

Changes to cumulative fields on pages 2 or 3 must be made by adjusting the amount entered in the current year column *except* for page 2 Item C1. Please call DHCDD for assistance when reporting adjustment to this particular field.

The following instructions review only those items that require specialized instruction.

ITEM A   Federal funds awarded

- The amount should equal the amount shown on the Notice of Award for the current year.

ITEM B   Cash balance - start of report period

- The amount should be the same as the ending cash balance on the prior AOR. If it is not, provide the reason in the Comments section.

ITEM C1   Federal funds received/receivable

- *Note 1:*   *The return of any current year fund receipts (against the current year award) should be made through the Payment Management System (PMS).*

- *Note 2:*   *Money should be drawn down from PMS in whole dollars only. This amount includes the funds drawn against the current year award minus any returns and/or funds requested through PMS not received by June 30.*

ITEM C2   Institutional contributions deposited

- If an institution has exceeded its one-ninth requirement in a prior period and wishes to withdraw some or all of the monies (providing the withdrawal does not result in a negative cash balance), report the withdrawal as a negative amount in the current year column. DO NOT show the withdrawal of excess institutional contributions as a "Repayment to Institution."

ITEMS D3, D4, & D5   Repayments to Federal Government, principal, interest and other income

- An example of Repayments to Federal Government is excess cash returned to the Division of Financial Operations. DO NOT include amounts returned to PMS because those amounts should be adjusted against Federal Funds Received within the appropriate award period.

- *Note: Make check payable to Public Health Service and enclose a letter with the following information:*

    Name of *institution* (including *discipline*)

    Type and *purpose* of program funds being remitted (e.g., Federal Capital Contribution – HPSL program, remittance of student loan collections)

The institution *OPS number* (e.g., OPS No. 1234-81-11)

The amount of *principal, interest,* and *other income,* if any

Send your remittance and letter using the *Mailing Address Guidelines* in *Appendix B* of the User Guide.

ITEMS D9, D10, D11, and D12   Collection agent costs, principal and interest litigation costs, principal and interest

- The full amount of principal and interest collected must be reported in Items C4 and C5. The associated collection costs must be prorated and reported in Items D9 and D10. Litigation costs associated with the collection of a loan must be prorated in the same manner as collection costs and reported in Items D11 and D12. This method of reporting is required even if the collection agency and/or attorney remits only the net amount (collections less collection or litigation costs) to the institution. If the institution is able to get the borrower to pay the collection costs or the litigation costs, the costs are not charged to the fund.

  EXAMPLES OF PRORATING COLLECTION COSTS (Litigation Costs to Be Prorated in Same Manner)

  An institution directs a collection agency to collect $1,000.00 principal and $200.00 interest for a total of $1,200.00 from a delinquent borrower. The collection agency collects all $1,200.00 but deducts $360.00, or 30% of the amount collected, before remitting the net amount of $840.00 to the institution. The institution reports as follows:

Loan Principal Collected	$1,000.00
Interest Income Collected	200.00
Collection Costs, Principal (30% x $1,000)	300.00
Collection Costs, Interest (30% x $200)	60.00

  An institution directs a collection agency to collect $1,500.00 principal and $500.00 interest for a total of $2,000.00 from a delinquent borrower. At the end of the report period, the collection agency has collected $1,600.00 (80% of $2,000.00), which it remits to the institution with a bill for $480.00 (30% of the $1,600.00 collected). The institution pays the collection agency $480.00 taken from the Fund and reports as follows:

Loan Principal Collected (80% of the $1,500)	$1,200.00
Interest Income Collected (80% of $500)	400.00
Collection Costs, Principal (30% of $1,200)	360.00
Collection Costs, Interest (30% of $400)	120.00

ITEM D14   Other costs

- The amount of other costs charged to the fund (i.e., overpayments and underpayments of $10.00 or less).

ITEM H   Bad debts approved for write-off by DHHS

- The amounts approved for write-off and any subsequent collections that are received.

4.4 Calculation of Excess Cash Worksheet (Report Page 4)

FOR ACTIVE PROGRAMS ONLY

HOW THE FEDERAL GOVERNMENT DETERMINES EXCESS CASH
(Excess cash is not automatically calculated for Allopathic and Osteopathic Medicine and Loans for disadvantaged Students.)

If worksheet Line L or M on Page 4 of the report is *equal to or less than zero*, your school does not have excess cash at this time.

If worksheet Lines L and M on Page 4 of the report are greater than zero, the smaller amount will be selected (except for Allopathic and Osteopathic Medicine and Loans for Disadvantaged Students) as your excess cash and moved to Page 5, Line J.3. That is your excess cash amount.

IF YOUR SCHOOL DID NOT DRAW DOWN FUNDS FROM PMS

The lesser of Lines L and M on Page 4 of the report is used to determine the Federal share of excess cash. The amount is automatically calculated and placed on Page 5, Line J.3. Return this amount to the Division of Financial Operations.

IF YOUR SCHOOL DID DRAW DOWN FUNDS FROM PMS

An amount equal to the amount drawn down should be returned to PMS. This amount is automatically entered in item J.2 on Page 5 of the report. Do not forget to adjust your PMS quarterly report to reflect this return of the Federal cash. The Federal portion of any remaining excess cash is automatically calculated and entered in item J.3 of page 5.

Excess cash for all active schools is calculated according to the formula below:

A. Excess Cash (smaller of work sheet Line L or M)   _____

B. Federal Award for this reporting period   _____

C. Institutional Contribution for this reporting period   _____

D. Amount of excess prior to Federal Award A - (B + C)   _____

E. Federal Share of excess cash (D * .90)   _____

4.5 Check List / Questions (Report Page 5)

ITEM K1 When completing your calculation for total amounts of interest past due, you must include all past due interest, not just the amounts that changed status during this reporting period.

Note: Section J.1, programs with both HPSL and LDS reports will not see the **combined** *default rate until data from both reports have been entered.*

4.6   Borrower Accounts Worksheet (Report Page 6)

In completing this section, you must use the status of all borrower accounts as of the end of this reporting period — not just the accounts that changed status during this reporting period.

Borrowers who have renegotiated their repayment schedules are to be included in the "current" category provided they are making their renegotiated payments on time.

Any borrower whose repayment becomes more than 60 days past due must be placed on a monthly repayment schedule and assessed a penalty charge.

A borrower in default who has made sporadic payments must remain in the default category.

Each borrower must be counted only once in Column 1. For borrowers with multiple loans, categorize the borrower (in Column 1) according to the longest over due loan. Then categorize that borrower's loans (in Columns 2-10) according to their actual repayment status. If a single loan has multiple overdue payments and the payments are due in different time frames, categorize the loan according to longest overdue payment.

Schools should report the TOTAL OUTSTANDING LOAN BALANCE (as defined below) in default when State law permits them to enforce the acceleration clause in a BHPr-approved promissory note and demand for the entire balance has been made. If some of the borrower's promissory notes contain an acceleration clause and some do not, determine the past due under each type of promissory note separately and report the sum of those amounts as determined from the individual notes.

TOTAL OUTSTANDING LOAN BALANCE equals the sum of the borrower's original amounts of all loans (Column 2) minus any amounts that have been repaid (Column 3) and minus any amounts that have been cancelled for employment/professional practice (Column 4).

Note: Report the required information in the columns and rows as indicated on the Borrower Accounts Worksheet. Below are additional notes for those items that may need further clarification.

COLUMNS:
7   *PRINCIPAL UNCOLLECTIBLE NOT PAST DUE* ∏ The dollar amount of loan principal not past due that the *school has determined* to be uncollectible after exercising due diligence in the collection of loans. DO NOT duplicate any of these amounts in Column 8.

8   *PRINCIPAL OUTSTANDING BUT NOT DUE ∏* The dollar amount of loan principal outstanding but not yet due according to the original or renegotiated repayment schedule. DO NOT duplicate any of these amounts in Column 7.

9   *PRINCIPAL WRITTEN OFF ∏* The dollar amount of loan principal approved for write-off by the Division of Health Careers Diversity and Development; loans written off by the institution without Departmental review, and loans categorized under P.L. 100-607 less subsequent collections.

10 *CAPITALIZED INTEREST —* Report capitalized interest for any borrower defaulting on the primary care loan service obligation. This figure represents the recalculation of the interest on the loan back to date of disbursement and should not be decreased by amounts paid against the interest capitalized. (This figure should also be included in columns 3 through 8 as appropriate.) Interest that is capitalized is considered loan principal; therefore, edit checks will verify that the sum of column 2 and 10 equal the sum of columns 3 through 9.

ROWS:

1.A   Information pertaining to borrowers who have fully retired their loans through cash repayments and/or through cancellation for eligible employment/professional practice.

1.D   Information pertaining to borrowers who have fully retired their loans through discharge in bankruptcy and have not yet received write-off approval.

2.D   Information pertaining to borrowers who are currently engaged in employment that qualifies them for cancellation, who have filed a Request for Postponement of Installment Payment, and who are not past due on any payment.

ITEMS 2F & 4A Include those that are currently in deferment or in postponement for cancellation and who are also past due on any prior payments.

4.7 FSR Form

FSR's must have data entered before they can be submitted. If no scholarship money was awarded, click on the checkbox to indicate zero disbursements**.**

ITEM 10a Enter the total amount of scholarship money awarded to students during this reporting period.

ITEM 12a Enter the total number of students who have received awards during this reporting period. Of the total, enter the number of students by race/ethnicity using the definitions from Section 4.2, Item 3 of AOR Instructions. Include all students who have received awards for this program.

5 Submitting AOR/FSR Reports

This section provides instructions for submitting your AOR/FSR reports to HRSA.

When your report is complete and ready for submission, click on the **"Review/Submit Final Report"** link on the Main Menu. The **Edit Report** will be displayed. Review this information carefully to see if there are any unresolved issues with your report. If you need to return to your report, click the "Go Back" button to return to the Main Menu. Otherwise, click "Continue." The **Review Final Report** page will be displayed.
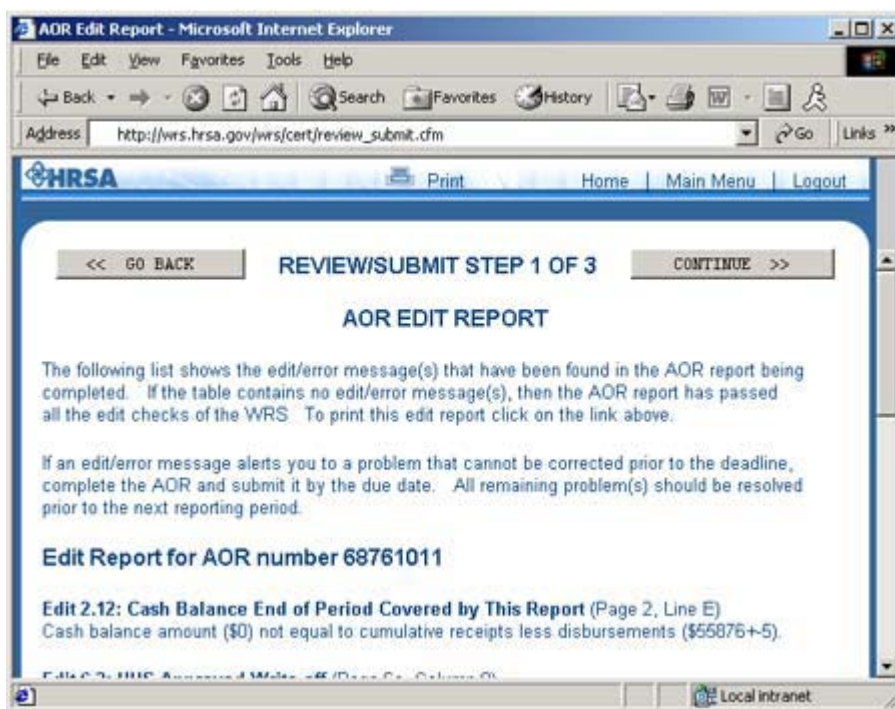

Figure 7: Review Final Report

NOTE: If there is text in red at the bottom of the page this indicates that the system found incomplete reports and they cannot be submitted.

The **Review Final Report** page allows you the chance to select report pages for one final review. You can print these reports for your records before submission. You may wish to review the printed report for errors at this stage and present the report to your institution's Authorizing Official.

If the WRS detects incomplete reports you will be notified on this page and you will not be allowed to continue to submit the reports. If WRS detects that all reports are complete you will see a button at

the bottom of the page that you can click on to continue with the submission process.

After clicking on the button at the bottom of the page you will be presented with the "**Certification Form**". Before you are allowed to complete the submission of the report(s) you must complete the certification form by filling out all the required fields.

5.1   Receiving Authorization and Completing Submission

After reviewing your report and correcting any inaccuracies, you must have your institution's Authorizing Official certify that the report is accurate.

The Certification Page requires the name, title, phone number, and email address of the staff member(s) completing the AOR/FSR report(s) and the Authorizing Official submitting the report(s) (Figure 12).

The Authorizing Official must confirm that he/she has reviewed this report(s) and certify its accuracy. The Certification Page may be printed for your files before submission. After receiving authorization, click on the **Submit** button at the bottom of the page. You will be transferred to a page confirming that your report(s) has been submitted.

5.2   Notice of Receipt and Verification

Upon receipt of a program's submission, the WRS will generate a Notice of Receipt to each person listed on the Certification Page in the form of an email. In order for WRS to consider a submission complete, the Authorizing Official must respond to the Notice of Receipt by replying with a confirmation email to support@hrsawrs.org.

5.3   Reviewing a Submitted Report

If you log in to the WRS site after submitting your report(s), you will be allowed to print or review the report pages, but you will not be able to enter or edit the forms. If your institution has more than one report the **Select Program** page will show the status of the reports and only allow you to perform edits to reports that have not yet been submitted.

5.4   Editing a Submitted Report

To revise your Institution's report, you must receive prior approval from your Authorizing Official. The Authorizing Official must contact the WRS administrative staff at support@hrsawrs.org to authorize editing of the submitted report. After you have received the approval for performing revisions to your report(s), log back in to the WRS and proceed to enter or edit data as you did for the first submission.

APPENDIX A:

CONTACT INFORMATION FOR WRS AND HRSA STAFF

Contact Information

Web Reporting System Support:

Technical Assistance for the WRS
   Jaime Bonilla   301-654-6740   email - support@hrsawrs.org
   Tuan Tran   301-654-6740   email - support@hrsawrs.org

Operations Coordinator for the WRS
   Majed Eshaq   301-654-6740   email - support@hrsawrs.org

Division of Health Careers Diversity and Development:

Accounting/Reporting Information
   Michelle Herzog   301-443-5307   email - mherzog@hrsa.gov
   Lorraine Evans   301-443-0785   email - levans@hrsa.gov
   Carl Morehouse   301-443-1702   email - cmorehouse@hrsa.gov
   Christine Parks   301-443-8272   email - cpark@hrsa.gov

FSR Information
   Andrea Castle   301-443-1701   email - acastle@hrsa.gov
   Pam Wellens   301-443-4168   email - pwellens@hrsa.gov
   Angie Lacy   301-443-5353   email - alacy@hrsa.gov

Uncollectible Loans and Procedure for Write-off Due Diligence
   Erika Verbeck   fax - 301-443-0846   email - everbeck@hrsa.gov

Web Reporting System
   Pat Clarke   301-443-4778   email - pclarke@hrsa.gov

Division of Financial Operations:

Questions on Closing Programs (Final Liability Statement, Repayment to Federal Government, etc.)
   Richard Harris   301-443-9250

Division of Payment Management:

Payment Management System   301-443-1200

APPENDIX B:

MAILING INFORMATION

Mailing Information

Mail Checks to:

> Division of Financial Operations
> Collection Officer
> Room 16A-12, Parklawn Building
> 5600 Fishers Lane
> Rockville, MD 20857
>
> Procedures for remitting funds to the Federal Government are provided in **Section 4.3, Program Accounts Section** of the WRS AOR/FSR User Guide.

Mail Requests for Final Liability Statements to:

> Division of Financial Operations
> Debt Management Branch
> Student Assistance Section
> Room 2B-40, Parklawn Building
> 5600 Fishers Lane
> Rockville, MD 20857

Mail Audit Reports to:

> Federal Audit Clearinghouse
> Bureau of the Census
> 1201 East 10th Street
> Jeffersonville, IN 47132

Mail PMS Checks to:

> Division of Payment Management
> P.O. Box 6021
> Rockville, MD 20857